

City of Chattanooga, TN
Personnel Class Specification

Class code 0266

FLSA: Exempt

CLASSIFICATION TITLE: LOSS CONTROL COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to design, implement, and maintain a Loss Control Program for City departments, to include reviewing employee injuries and ensuring prompt/effective treatment, maintaining CDL random drug testing program, maintaining the City's property insurance program, tracking and controlling bond issuance for cell towers, and providing safety training for City employees.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Interprets, applies, and ensures compliance with occupational safety/health laws, environmental protection guidelines, motor carrier guidelines, and all other applicable laws, rules, regulations, standards, policies and procedures; monitors new laws and changes to existing regulations for incorporation into City policies; researches state/federal laws and requirements as needed; initiates any actions necessary to correct deviations or violations.

Consults with Risk Manager or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; briefs City Council and/or Mayor on Injured On Duty (IOD) cases.

Assists in developing and implementing long and short term plans, programs, goals, and objectives for areas of assignment; evaluates efficiency and effectiveness of programs, operations, procedures, and use of resources; recommends and/or implements improvements as needed.

Develops, updates, and implements operating procedures and operational training for areas of assignment.

Develops City Safety Program for all departments; conducts audits of departmental safety programs and procedures; implements safety procedures in departments; inspects City facilities and equipment to assess compliance with safety criteria;

monitors work areas and use of safety equipment to ensure safety of employees, citizens, and other individuals.

Conducts Tennessee Occupational Safety & Health Act (TOSHA) reviews for compliance issues.

Serves as case manager for Injured On Duty (IOD) program; reviews employee injuries and ensures prompt/effective treatment; ensures provision of care by appropriate facility; ensures provision of follow-up care.

Administers Injured On Duty (IOD) program; investigates accidents/injuries and evaluates causation factors, suitability/failure of equipment, and adequacy of operational procedures; ensures timely corrections to prevent recurrence of problems; compiles injury data and completes injury reports; prepares IOD reports, forms, logs, and cost sheets; tracks IOD departmental/City claims costs and prepares reports; reviews IOD cases with Risk Manager, third party administrator, medical review officer, and City departments; enters IOD data into computer system.

Conducts Job Safety Analysis (JSA) for operations or equipment regarding to assist in identifying problem areas and training employees to recognize hazards and to prevent occurrence of injury.

Develops trend analysis for injuries and illnesses, including frequency, severity, costs, and related data.

Provides safety training for City employees; prepares and maintains records of employee training activities; conducts training in use of personal protective equipment; conducts training in operation of machinery and mechanical tools.

Maintains commercial driver's license (CDL) random drug testing program; compiles CDL data and prepares lists/reports.

Maintains the City's property insurance program; performs property audits and valuation audits to ensure correct valuation for current market conditions; compiles, tracks, and maintains property accounts, records, and reports; provides data to insurance carrier to ensure proper compensation in the event of a covered loss; monitors situational changes/updates which could cause changes in property valuation; communicates with insurance carrier in matters relating to City property; assists with storage and movement of property/materials.

Tracks and controls bond issuance for cell towers; compiles data relating to cell tower documentation and locations; tracks bonds issued for cell towers; communicates with issuing company regarding bond.

Assists in developing and implementing budget for areas of assignment; monitors expenditures to ensure compliance with approved budget.

Prepares or completes various forms, reports, correspondence, logs, case review reports, claims sheets, cost sheets, loss information, trend/frequency analysis data, testing reports, safety reports, training reports, CDL population data, cell tower contact forms, property/building lists, boiler inspection lists, or other documents.

Receives various forms, reports, correspondence, injury/accident reports, first report of injury forms, absence logs, attorney driving reports, claims data, wage data, disbursement/compensation records, contracts, building/property valuation guides, rules, regulations, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, audio/visual equipment, personal protective equipment, respirator, testing instruments, machinery, tools, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, presentation, desktop publishing, e?mail, Internet, or other computer programs.

Assists in maintaining file system of departmental records; assists with archiving of obsolete records.

Communicates with supervisor, employees, other departments, City officials, state/federal agencies, medical providers, insurance companies, vendors/service providers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes presentations as needed; conducts Action Committee meetings, Injured On Duty (IOD) program meetings, safety training meetings, employee meetings, department meetings, or other meetings.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Assists Risk Manager in preparing medical insurance briefings; presents medical insurance briefings or open enrollment briefings as necessary; provides information regarding medical, dental, and extended insurance plans to employees individually or at meetings/briefings; assembles packets for briefings, open enrollments, or fire/policy academy cadets.

Performs general/clerical tasks, which may include maintaining inventory of office forms/supplies, developing forms for office use, answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance or backup coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Risk Management, Business Administration, or closely related field; supplemented by three (3) years previous experience and/or training that includes risk management, loss control, safety program administration, insurance administration, worker's compensation, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: October, 2001